

# BUILDING YOUR RESUME

## Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number (home) \_\_\_\_\_ (cel) \_\_\_\_\_

Email: \_\_\_\_\_

## Objective / Career objective / Job Objective

The reader needs to know what you do want. Keep your statement concise and to the point.

Avoid using phrases such as 'challenging position', 'opportunity to grow', 'entry-level' as are meaningless to the reader.

To prepare your job or career objective, answer the following:

What do you want to do? \_\_\_\_\_

Where do you want to work? \_\_\_\_\_

At what level or responsibility? \_\_\_\_\_

## Summary of Skills / Summary of Qualifications / Highlights / Professional Highlights / Profile / Professional Profile / Summary of Skills / Summary / Overview of Skills

Tailor your experience and skills to the employer's needs. If you are not responding to a job posting, write your summary of qualifications as they relate to your job objective.

- How much experience do you have in the field? \_\_\_\_\_
- What is your formal training and credentials? If relevant \_\_\_\_\_
- Mention briefly one or two significant accomplishments \_\_\_\_\_
- What would someone say about you as a recommendation? \_\_\_\_\_
- Mention one or two outstanding skills or abilities \_\_\_\_\_

Your final version should have 6-8 bullet points or phrases.

Sample:

First, research which are the skills that the job position requires.

- |                 |   |
|-----------------|---|
| Work experience | • <b>Experienced job developer</b> with 2+ years experience in <b>employer outreach</b> , marketing, <b>job matching and employee retention</b> |
| Certifications  | • <b>Certificated Job Developer; University Degree in Psychology</b>  |
| Accomplishments | • Energetic <b>team player</b> with proven ability to work with multi-disciplinary team   |
|                 | • <b>Empathetic listener</b> who <b>builds co-operative relationships</b> by establishing a climate of <b>mutual respect and trust</b>          |
| Soft Skills     | • Demonstrated skills in <b>designing</b> and <b>facilitating</b> employment and life skills workshops  |
|                 | • Outstanding <b>organization and time management skills</b> with sound knowledge of labour market  |

To help you come with strong statements, answer the following questions. If one does not apply to you, skip it and move on to the next.

1. How much experience do you have in this field, or using the required skills?

**Example:** "I've worked as a financial manager for a mid-size company for the last 14 years"

**Summary statement:** Fourteen years as financial manager of a company with current sales of \$75 million.

**Example:** "I spent the last seven years teaching things to all kinds of kids"

**Summary statement:** Seven years of professional experience using strong communication skills to enhance learning of children from diverse backgrounds.

2. What would a good friend say about you that would make the employer want to call you for an interview?

**Example:** "He led a group that helped the community recover from the 1989 earthquake"

**Summary statement:** Known for leading a committee that took the first step toward community rehabilitation following the 1989 earthquake.

3. How is success measured in the position mentioned in your Job Objective? How do you measure up?

**Example:** "I have always sold more than my quota and tried to motivate other salesperson so my team could meet group goals"

**Summary statement:** "Consistently exceeded personal quotas and inspired sales team members to meet group goals.

4. What credentials do you have that are important for this job?

**Example:** "My college degree was in design"

**Summary statement:** Bachelor of Fine Arts with an emphasis on design.

5. What is it about your personality that makes this job a good fit for you?

**Example:** "I am very diplomatic, so I get good results"

**Summary statement:** Outstanding diplomacy that consistently produces win-win results for customers and the company.

6. What personal commitments or passions do you have that would be valued by the employer?

**Example:** "I like to help others achieve their potential through evaluation of their personal skills"

**Summary Statements:** Dedicated to maximizing others' potential through careful assessment and acknowledgment of their personal skills.

7. What other experience do you have that will be a bonus to the employer?

8. Do you have any technical, linguistic, or artistic talents that would be useful on the job?

**Work Experience / Employment History / Relevant Experience / Career Summary / Professional Profile / Professional Experience / Career Profile / Career Experience / Work History**

<b>List your Experiences (Chronological or Combination Resume)</b>	<b>List your Skills (Functional Resume)</b>
Shows where you have worked and when. It also states specific accomplishments for each position or job.  Keep everything in chronological order, with most recent jobs at the top.	You can show your strengths and individuality. Start by stating each skill. Then back it up with a two- to three-line explanation of how you learned that skill or why you believe you have it. Make these entries short, clear and to the point.
Pick the experiences that seem most relevant to the position you seek. As sources for your experiences, think of your full-time or part-time work, summer jobs, occasional jobs, internships, fieldwork and special projects.	List skills that are most relevant to the job you seek. Think about what the employer is looking for in relation to what you've done and who you are as a person.
<b>Examples:</b> <ul style="list-style-type: none"> <li>• Tutored students in business for all disciplines</li> <li>• Critiqued peers' writing</li> <li>• Directed staff of five while supervising 25 campers</li> <li>• Taught math, sports and cooking</li> </ul>	<b>Examples:</b> <p><b>Self-Motivated:</b> Proactively organized volunteers to assist with distribution at the community food bank.</p> <p><b>Bookkeeping:</b> Maintained accurate, detailed inventory reports at school library and subsequently won top librarian assistant award three months straight for Brown County.</p>
Always start each achievement with an accomplishment verb. Examples of accomplishment verbs are accelerated, achieved, expanded, influenced, suggested, rescued, solved, maintained, generated, structured, effected, advised, controlled, trained and utilized.	

**Your job title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**When:** \_\_\_\_\_

- Experience: \_\_\_\_\_
- Experience: \_\_\_\_\_
- Experience: \_\_\_\_\_

**OR**

**Relevant Skill:** \_\_\_\_\_

- Experience: \_\_\_\_\_
- Experience: \_\_\_\_\_
- Experience: \_\_\_\_\_

Employers do not only want to know what you've done, but also what you've achieved. By writing about your experience in terms of achievements, or accomplishments, you will convey three things:

1. You have the experience and skills to do the job.
2. You are good at what you do.
3. You like and take pride in your work.

**Company:** \_\_\_\_\_

**Your job title:** \_\_\_\_\_

**When:** \_\_\_\_\_

**Describe a situation or a problem that happened in your workplace:**

**How did you solve it? What action did you take?**

**Explain a positive result of your action. How the company was benefit from it?** (revenue, time saved, quality improved, other benefits)

**Write your ACCOMPLISHMENT STATEMENT:**

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**Your job title:** \_\_\_\_\_

**When:** \_\_\_\_\_

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**Write your ACCOMPLISHMENT STATEMENT:**

## Education / Professional Training / Education and Training / Professional Development

1. If your education goes beyond high school, include any relevant academic credentials and your degree. Omit mention of high school.
2. List only the courses, training sessions and workshops that are relevant to your job objective.
3. If you have a degree or credential that makes you look overqualified for the job, don't put it on your resume.
4. If dates within the Education section tell the reader more than you want to reveal, leave them out.

**Degree / Diploma / Certificate / Program:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**City, country:** \_\_\_\_\_

**Year of graduation:** \_\_\_\_\_

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